

COMMANDING OFFICER'S SCREENING GUIDE

1. Objective. Training activity commanding officers are ultimately responsible for ensuring that high-risk and moderate-risk instructor candidates are screened for professional, physical, and psychological suitability. This guide will assist commanding officers in conducting screenings appropriate to the training environment and risk/stress level. While the instructor screening process should begin at the detaching activity, it is the responsibility of the gaining activity to inform the detaching activity that the candidate will teach high-risk or moderate-risk curricula and the level of screening required. The outline below describes the screening process and identifies the majority of physical and psychosocial factors that might disqualify someone for high-risk or moderate-risk instructor duty. Attachment (A) provides some helpful guidelines in determining suitability.

2. Screening/Interview Sequence

a. Upon identifying a candidate for high-risk or moderate-risk instructor duty, the gaining activity shall contact the detaching activity and provide appropriately tailored screening requirements and forms for recording screening milestones. The candidate must be fully screened at least once to the standards outlined below. Training activity commanding officers may wish to repeat portions of the screening, but all training activities shall interview incoming instructor candidates.

b. All high-risk or moderate-risk instructor candidates shall have the following procedures completed.

(1) Service Record Screen. Any adverse administrative entries, below average performance evaluations, non-judicial punishment, etc., shall be brought to the commanding officer's attention prior to the interview. The training activity commanding officer may delegate record screening authority to a subordinate within the command.

(2) Physical Requirements. The candidate must meet general duty criteria, physical readiness requirements of OPNAVINST 6110.1E and any special duty qualifications required by chapter 15 of the Manual of Medical Department (MANMED) (such as diver, flight, or firefighter requirements).

(3) Medical Officer Interview, Record Review and Questionnaire

(a) Candidates shall complete the medical questionnaire provided in Attachment (B). This questionnaire shall be forwarded as an enclosure to the request for medical screening and interview provided in Attachment (C).

(b) A medical record screening shall be conducted by competent medical authority [i.e., Medical Officer, Physician Assistant, Nurse Practitioner (family practice), or Independent Duty Corpsman].

(c) For high-risk instructor candidates only: An interview shall be conducted in conjunction with the medical record review. Areas of concern with suggested questions are provided in Attachment (D). Training activities shall provide these questions as an enclosure to the request for medical screening and interview for high-risk instructor candidates only.

NOTE: Physical and psychosocial factors identified during medical interview/screening that should be considered in determining suitability shall be annotated on the request for medical screening and returned to the activity prior to the commanding officer's interview. Either the medical reviewer or the commanding officer may request a specialty referral, if indicated. If the referral is for behavioral or psychological problems, the candidate shall complete a NEO Personality Index (or suitable substitute as determined by the medical specialist and BUMED). The medical authority shall provide interpreted results and recommendations to the commanding officer.

(4) Commanding Officer's Interview. The commanding officer's interview is only required for high-risk instructor candidates but may be used for moderate-risk instructor candidates at the discretion of the commanding officer. The interview shall be conducted following the service and medical record screening, and medical officer interview (if applicable). The commanding officer's interview should assess how specific factors have affected and will likely affect a candidate's performance in a high-risk training environment. This interview is the final factor in determining suitability for high-risk instructor duty. The areas of concern with suggested questions are provided in Attachment (E). The training activity commanding officer may delegate interviewing authority to a subordinate within the command.

3. Determination of Suitability

a. Based on screening results, the detaching commanding officer shall recommend, via service record page 13 entry and by official Navy message to NAVPERSCOM and the gaining command, whether or not the candidate should be assigned to for high-risk or moderate-risk instructor duty. An instructor initially screened for high-risk instructor duty is also suitable for moderate-risk instructor duty, if applicable.

b. If the gaining activity declines the candidate based on the detaching activity's negative recommendation for high-risk or moderate-risk instructor duty, the detaching activity shall request NAVPERSCOM reassign the candidate to other than high-risk or moderate-risk instructor duty. If the gaining activity accepts the candidate, they shall interview the candidate and review the results of the screening. If this process reveals disqualifying information, the command may retain the member or request reassignment in accordance with NAVPERSCOM procedures.

c. A service record entry (page 13) shall be made indicating the candidate's suitability/unsuitability for high-risk or moderate-risk instructor duty. This entry shall be signed by the training activity commanding officer or designated representative. The service record entry shall not identify reasons for unsuitability.

GUIDELINES FOR DETERMINING SUITABILITY

1. The following criteria outline serious risk issues that provide cause for disqualification for high-risk or moderate-risk instructor duty:

- a. Chronic medical condition which hampers the candidate's ability to perform training duties.
- b. In-service hospitalization for a major mental disorder such as a psychotic disorder, bipolar disorder, major depression, or suicide ideation or behavior.
- c. In-service diagnosis of personality or impulse control disorder.
- d. Any confirmed incident of child or spouse abuse (by member).

2. The following criteria outline risk issues that must be closely investigated, would likely require specialty referral for expert evaluation, and may be cause for disqualification from consideration as a high-risk or moderate-risk instructor:

- a. Disciplinary problems/adverse service record entries.
- b. Poor work performance trends.
- c. Incident resulting in referral to family advocacy.
- d. Medically noted traits of a personality disorder not sufficient to support diagnosis of personality disorder.
- e. Treatment for a substance use disorder within the last 2 years (still in the aftercare period).
- f. In-service outpatient treatment for evaluation or therapy for suicide ideation, threats to harm others, or other mental health problems.

3. Physical Qualifications. Candidates must meet any specific guidelines in the MANMED, Chapter 15, or reference (c) (course specific) for general duty criteria, and any special duty qualifications.

MEDICAL QUESTIONNAIRE

PRIVACY ACT STATEMENT

1. Authority: 5 U.S.C. 301, Departmental Regulations and E.O. 9397.
2. Principle Purpose: To assist in determining physical suitability for duty as a high-risk or moderate-risk instructor.
3. Routine Use: The information will be used by the candidate's commanding officer (or designated representative) to help verify physical and emotional stability.
4. Disclosure: Voluntary; however, failure to provide the information may disqualify the candidate for high-risk or moderate-risk instructor duty.

(NAME)

(RANK/RATE)

(DATE)

(COMMAND)

This questionnaire is to be completed by the instructor candidate and forwarded to competent medical authority, i.e., Medical Officer, Physician Assistant, Nurse Practitioner (family practice), or Independent Duty Corpsman, conducting the medical record review. The candidate should explain any "yes" answers in the section provided for comments on the reverse side.

Physical Health Problems (Have/Are you):

Yes No

- | | | |
|--|-------|-------|
| 1. Any health problems not in the health record? | _____ | _____ |
| 2. Consulted a civilian health care provider in the previous year? | _____ | _____ |
| 3. Currently taking any prescription medicines? | _____ | _____ |
| 4. Ever appeared before a medical board? | _____ | _____ |
| 5. Had a history of stress-related conditions? | _____ | _____ |

Emotional Problems (Have/Are you):

- | | | |
|---|-------|-------|
| 1. Ever sought or been referred for psychological counseling? | _____ | _____ |
| 2. Ever threatened or attempted suicide? | _____ | _____ |
| 3. Ever threatened to hurt another person? | _____ | _____ |
| 4. Any history of irrational fears or phobias? | _____ | _____ |
| 5. Any history of depression or recurrent anxiety? | _____ | _____ |
| 6. Ever been told that you have a bad temper? | _____ | _____ |
| 7. Currently under care for any psychological disorders? | _____ | _____ |
| 8. Ever been diagnosed with a personality disorder? | _____ | _____ |

Interpersonal Relationships (Have you):

Yes

No

1. Ever been charged with spouse or child abuse?
2. Any past or pending family advocacy investigations?

Substance Abuse (Have you):

1. Ever been diagnosed as an alcohol or drug abuser/dependent?
2. Ever been involved in alcohol or drug-related incidents?
3. Undergone any substance abuse rehabilitation program/treatment?

Comments:

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I hereby certify that the information stated above is true and complete to the best of my knowledge.

(Signature)

(Date)

REQUEST FOR MEDICAL SCREENING

(Date)

From: Commanding Officer, _____
To: Officer in Charge, _____
Branch Medical Clinic

Subj: REQUEST FOR MEDICAL SCREENING FOR HIGH-RISK OR MODERATE-RISK
INSTRUCTOR DUTY ICO _____

Ref: (a) OPNAVINST 1500.75A

Encl: (1) Suggested Topics for Medical Officer Interview (High-Risk Instructor Candidates only)
(2) Medical Questionnaire
(3) Guidelines for Determining Suitability

1. Request the following be conducted to assist this command with screening subject named individual for possible duty as a high-risk or moderate-risk instructor per reference (a):

a. Screen the medical record of subject candidate in his/her presence. This screening must be conducted by a Medical Officer, Physician Assistant, Nurse Practitioner (family practice), or Independent Duty Corpsman.

b. (For High-Risk Instructor Candidates Only). Conduct an interview using the suggested topics provided in enclosure (1).

2. Enclosure (2) is provided to assist you in conducting the medical record screening and interview. Enclosure (3) is pro-vided to assist in making a determination as to whether any dis-qualifying factors are present.

3. The reviewer may request a specialist referral if the review reveals a need for it. The results of this screening should be recorded in the candidate's medical record.

4. My point of contact is _____.
(Name) (Phone)

(Signature)

(Date)

From: Officer in Charge, _____
Branch Medical Clinic

To: Commanding Officer, _____

Subj: RESULTS OF MEDICAL SCREENING FOR HIGH-RISK OR MODERATE-RISK
INSTRUCTOR DUTY ICO _____

1. The requested screening and interview have been completed. Information does/does not indicate that there are potentially disqualifying factors in the instructor's medical history. The candidate is/is not suitable for high/moderate-risk instructor duty.

Comments: _____

(Signature)

SUGGESTED TOPICS FOR MEDICAL OFFICER INTERVIEW

For any issues that are not resolved to your satisfaction during the interview, refer for specialty consult/evaluation. Look for signs of stress or annoyance in the candidate when discussing these issues, especially regarding abusive behavior and substance abuse.

Interpersonal Relationships/Job Adjustment

1. Have you ever been referred to a physician or chaplain due to personal or work-related stress that adversely affected your performance?
2. Have you any history of spouse/child abuse or suicidal behavior?
3. Have you experienced any anxieties or phobias that have caused you to be removed from a particular work environment?

Mental/Physical Health

1. Have you consulted a civilian health care provider within the past year? *(If appropriate, the medical reviewer should obtain records from the civilian physician.)*
2. Are you currently taking prescription medications? Will the condition affect your ability to perform duties?
3. Have you ever gone before a Medical Board? *(A copy should be available in the candidate's health record.)*
4. Is there any documented history of psychological or physiological reaction to stress, tension, vascular headaches (recurrent), GI symptoms, unstable hypertension? *(Explore any history of emotional problems that would suggest vulnerability to maladaptive stress coping, such as adjustment (situational) disorders, depressive episodes, recurrent anxiety.)*
5. Have you ever been concerned at any time about your emotional health or ability to cope with stress?
6. Have you ever sought psychological counseling by a physician, psychologist, priest, social worker, etc.?
7. Have you threatened suicide or any other self-destructive behavior?
8. Have you ever threatened to hurt another individual?
9. Have you ever experienced persistent irrational fear or phobias such as flying, high places, confined spaces, water, etc.?
10. Do you have a problem with anger, recurrent anger, or controlling anger?

Substance Abuse

1. Have you ever drunk alcohol during work hours or come to work hung over, requiring a referral for competency for duty?
2. Have you ever been referred for evaluation for substance abuse?
3. Have you ever been involved in an alcohol-related incident?
4. Have you ever had concern about your drinking pattern or experienced guilt or remorse for behavior that occurred while drinking?
5. Has alcohol ever caused any family, personal, or work difficulties? (*Specifically address DUI's, fights, quarrels, and tardiness or missing work.*)
6. Do you have a history of drinking excessively?
7. Do you drink early in the day?
8. Has anyone criticized your drinking pattern or advised you to change your drinking pattern?
9. Have you ever experienced blackouts?

Interpersonal Relationships

1. Was the candidate abused as a child (*physically, emotionally, or sexually*)?

Documented History of Impulsive Behavior

1. Is there any evidence of untreated alcohol abuse or alcohol dependence? (*At least 1 year post treatment with an adequate documented recovery program is required prior to accepting orders as a High/Moderate-Risk Instructor.*)
2. Is there any psychiatric diagnosis of personality disorders? (*Applicable in the case of any psychiatric diagnosis requiring medication or hospitalization unless symptom-free for 1 year and declared fit for full duty by a formal medical board.*)

SUGGESTED TOPICS FOR COMMANDING OFFICER'S INTERVIEW

For any issues that are not resolved to your satisfaction during the interview or commented on by the medical reviewer, refer to your health care facility for specialty consult/evaluation. Look for signs of stress or annoyance in the candidate when discussing these issues, especially regarding abusive behavior and substance abuse.

Interpersonal Relationships/Job Adjustment

1. Have marital problems, financial problems, or family advocacy issues ever adversely affected your work performance?
2. Have you ever had problems relating to your supervisors?
3. Have you been a supervisor? Are you comfortable in that role? Have you had problems in dealing with subordinates?
4. Have you had disciplinary problems or lost your temper in the work place?
5. Do you understand and adhere to guidelines for sexual harassment, core values, and personal discrimination?
6. Have you switched rates or had problems advancing in rate?
7. Have you ever been counseled for fighting, writing bad checks, indebtedness, or UA?
8. Since enlistment/commissioning, have you ever been arrested?

Interpersonal Relationships (Using information obtained from service records review or interview, address the following areas.)

1. How many times has the candidate been engaged, married or divorced? More than twice should raise concern.
2. Does the candidate have broken active duty? If yes, explore the reasons.
3. How many times has the candidate been fired from a job?
4. During broken service was the candidate unemployed for 6 or more months?

Documented History of Impulsive or Aggressive Behavior (This information may be substantiated by service record review.)

1. Since entering the Naval Service, has the candidate been involved in two or more fights or physical altercations? If so, these should be thoroughly evaluated. This is especially important if injuries occurred.
2. The candidate should be specifically asked about civilian arrests and asked to provide information. More than one misdemeanor arrest or any felony arrest should be fully evaluated.
3. Has the candidate ever been suspended or expelled from school? More than once may be significant. The interviewer should explore the number of times and the reason. Concern should be raised if this occurred during his/her high school years.
4. Does the candidate do things without thought that get him/her into trouble? (*Examples might include impulsive spending, speeding tickets, going UA, or saying things in anger that later have to be retracted.*)
5. Is there a documented history of unreliability or has there been a concern about irresponsible behavior?